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Contact Information

Test Security
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Introduction

Nevada Revised Statutes (NRS) address a number of issues related to consistency in test administration and test security of the Nevada Proficiency Examination Program (NPEP). The statutes also provide “whistle-blower” protection to school employees who report incidents of test irregularity and provide penalties for school personnel who fail to adhere to district or state test security plans. To ensure consistency in test administration and the integrity of the entire testing program, proper test security procedures as outlined in this document must be followed.

Unless otherwise stated, test security procedures outlined in this document apply to all state-mandated test administrations, including actual as well as field and pilot tests, and must be strictly adhered to.

All questions and reports of test irregularities must be directed to the Nevada Department of Education’s Office of Assessment, Program Accountability, and Curriculum. Submission of the Report of Test Irregularity should be made to the Test Security Coordinator:

Name: Carol Mason
 Address: 700 East Fifth Street, #108
 Carson City, NV 89701-5096
 Phone: 775-687-9260
 Fax: 775-687-9118
 E-mail: cmason@doe.nv.gov

District Test Security Plans

- The board of trustees of each school district shall adopt and enforce a plan setting forth procedures to ensure the security of all state and district-mandated tests. This plan must encompass all public schools, including district- sponsored charter schools, in the district.
- By September 1 of each year, the plans must be submitted to:
 - The Nevada Department of Education;
 - The State Board of Education; and
 - The Legislative Committee on Education.
- The Nevada Department of Education is willing to submit the district plans to the State Board of Education and the Legislative Committee on Education on behalf of the school districts. In order to do so, **an e-mail attachment or five (5) copies of the District Test Security Plans must be sent to the Test Security Coordinator at the Nevada Department of Education at least one week prior to the September 1 deadline.**
- The district plan must be consistent with the procedures outlined in this document and must include:

- Procedures by which students and other individuals may, and are encouraged to, report irregularities in test administration and test security.
 - The manner in which the school officials will contact the school district board of trustees with regard to reports of test irregularities and how the board will, in turn, notify the Department. This process may include having the board designate the district test director or other district official to act as its designee for reporting purposes.
 - Procedures necessary to ensure security of test materials and consistency of test administration.
 - Procedures that each secondary school will use to verify the identity and eligibility of pupils taking an examination.
 - Procedures that set forth actions that must be taken in response to a report of an irregularity in test administration or testing security, including actions that must be taken during an investigation of the irregularity. For each action that is required, the procedures must identify, by category, the individuals responsible for taking the action.
 - Manner in which the district test director will store and/or account for the *ITBS and ITED* test booklets.
- In accordance with NRS 389.620, on or before September 30 of each year, the board of trustees of each school district and the governing body of each charter school shall provide a written notice regarding the examinations to:
 - All teachers and educational personnel employed by the school district or governing body;
 - All employed personnel who are involved in test administration;
 - Pupils who are required to take the exams; and
 - The parents or legal guardians of these pupils.
 - The written notice must be prepared in a format that is easily understood and must include a description of:
 - The district test security plan and
 - Action that may be taken against personnel and pupils for violations of the plan or for other testing irregularities.

School Test Security Plans

- Each school participating in state assessments will produce a school test security plan that will be kept on file at the school site (plans for district-affiliated schools are not submitted to the Department). The school plan must be consistent with the procedures outlined in the district and state plans and must include but is not limited to:

- Site-specific provision for locked storage and access.
- The manner in which test materials will be distributed, collected and returned.
- The names and titles of the individuals responsible for carrying out the procedures.
- Procedures for handling students who require additional time for testing.

Training Requirements

- In accordance with NRS 389.644, the Nevada Department of Education has established a program of education and training regarding the administration and security of state-mandated examinations. Upon approval by the Department, the board of trustees of a school district or the governing body of a charter school may establish an expanded program of education and training if the expanded program complies with the program established by the Department.
- The board of trustees of each school district and the governing body of each charter school shall ensure that the state-established program of education and training be provided annually to:
 - All teachers and other educational personnel who provide instruction to pupils enrolled in a grade level that is required to participate in state examinations.
 - Other personnel who are involved with the administration of state examinations, including individuals who will be expected to administer or proctor an examination in the event that the assigned test administrator and/or proctor should become unavailable during the day(s) of testing. A list of definitions and responsibilities for school personnel involved in test administration is included in the appendices following Introduction and Overview of this manual.
 - All other school personnel as the district or school deems necessary.
 - Student teachers, substitute teachers, and parent and community volunteers who may assist with proctoring an examination.

In accordance with NRS 389.644, the training and education is otherwise available for all personnel who are not required to receive the training and education as outlined above.

- The principal of each school is responsible for **providing complete training annually in test security and test administration** for **all** school personnel. Schools must have a signature sheet indicating that school personnel and any others who assist in any way with test administration of state-mandated tests have been trained on proper administration procedures and security issues.

- The principal of each school is also responsible for providing a refresher training prior to each state-mandated test administration focusing on specific requirements of the test being administered as well as an overview of test security guidelines.
- Primary responsibility for test administration **must not** be given to unlicensed personnel, substitute teachers, student teachers, or parent and community volunteers.
- Only individuals who have participated in the annual training must be allowed to administer or proctor an examination unless a special training has been provided for them prior to administration of the test.
- This training must be designed to cover the following:
 - Procedures regarding allowable activities in the preparation of students taking the *ITBS* and *ITED*.
 - Instructions in proper handling of test materials.
 - Instructions in proper test administration.
 - Security procedures as outlined in this document.
 - Additional security procedures as outlined in the district test security plan.
 - Information regarding protection of school district personnel with regard to the disclosure of testing irregularities. (See the “Protection of School District Personnel” appendix following this section.)
 - Conditions related to testing, as stated in NRS 391.312 under which a teacher may be suspended, dismissed, or not reemployed.
 - Conditions related to testing, as stated in NRS 391.312, under which an administrator may be demoted, suspended, dismissed or not reemployed.
 - Conditions related to testing, as stated in NRS 391.330 under which the state board may suspend or revoke the license of any teacher, administrator or other licensed employee.
- Each individual who is involved with the administration of NPEP examinations will acknowledge in writing that he/she has participated in the annual and/or refresher training and:
 - Has read and understands all information provided by the school district related to proper test security and test administration.
 - Understands the potential consequences for failure to observe and carry out the requirements of the state and district test security plans.
 - Understands the potential consequences for failure to comply with the state and district test security plans.

- Training logs containing training dates and signatures of all participants must be kept at the school site for two years.

Disclosure Of Test Content And Approved Answers

- In accordance with NRS 389.015, the questions contained in state-mandated examinations and the approved answers are confidential, and disclosure is unlawful except:
 - To the extent necessary for administering and evaluating the examinations.

Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.

- When it is *necessary for the performance of the duties* of a:
 - 1) State officer who is a member of the executive or legislative branch.
 - 2) Superintendent of schools of a school district.
 - 3) Director of curriculum of a school district.
 - 4) Director of testing of a school district.
 - 5) (Department staff and/or the Attorney General's Office are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.)
- That specific questions and answers may be disclosed if the Superintendent of Public Instruction determines that the content of the questions and answers are not being used in a current examination and making the content available to the public poses no threat to the security of the current examination process. (*Nevada High School Proficiency Examinations in Reading and Mathematics* developed before 1990 have been released by the Superintendent of Public Instruction.)
- Test administrators, proctors, school administrators, teachers, substitute teachers, and any other school personnel are not allowed to review the test contents for any reason unless they are covered by one of the exceptions listed above.
- A test administrator or proctor who is requested to read aloud the contents of a state-mandated test in compliance with student IEP, LEP or Section 504 accommodation requirements must sign a form indicating that he/she will not disclose the test contents to any other person. (See the "Confidentiality Agreement Form" appendix following this section.)
- Test booklets or writing tests must not be copied or reproduced by any means without the prior written authorization of the test publisher and the Nevada Department of Education, nor is any individual allowed to make notes on test content.
- Under no circumstances shall copies of test booklets, unreleased writing prompts, or student responses be circulated among faculty, administrators, or other persons.
- Writing prompts used in the 5th and 8th grade assessments and the HSPE may be retained at the school site and used for diagnostic purposes after the scoring results have been received.

These documents are secure and must remain in locked storage cabinets while located at the district or school site.

- Administration of a state-mandated examination to a person who is not eligible to take that examination is an unauthorized disclosure of test content.

Storage And Distribution Of Test Materials

- Test booklets, writing prompts, and student responses must be stored in locked storage cabinets while located at the district or school site. At no time may examination materials be left unattended in any area where students and others have unsupervised access. This includes loading docks and mailrooms.
- The locked room or file cabinet used for the storage of secure materials required for the Nevada Proficiency Examination Program must not be accessible to anyone other than the principal or school test coordinator, nor can it be used for the storage of other materials to which individuals other than the principal or test coordinator require access.
- District test directors (or school test coordinators if testing materials are shipped directly to the schools) must follow the directions from the Nevada Department of Education and the testing company regarding the receipt of materials and the reporting of discrepancies.
- Secure testing materials are not to be distributed to test administrators until the prescribed date for test administration.
- The district test director must:
 - maintain a log identifying the serial numbers of the test booklets assigned to each school in cases where the district office receives test materials directly from the testing company. (If test materials are shipped directly to schools within the district, each school test coordinator must maintain the log identifying the serial numbers of the test booklets assigned to the school.)
 - account for all test booklets and other testing materials immediately upon their return from each school's test coordinator. (if the district office receives test materials directly from the schools for shipment to the testing company)
- The school test coordinator must:
 - maintain a log identifying the serial numbers of the test booklets assigned to each test administrator.
 - account for all test booklets and other testing materials immediately upon their return from each test administrator.

- All classroom test administrators must:
 - maintain a log identifying the serial number of the test booklet assigned to each student in the classroom.
 - account for *all* test booklets (including any booklets that were not distributed to students), writing prompts, student responses, and other testing materials, including scratch paper, before students are allowed to leave the testing room for any reason.
 - place test booklets in serial number order before returning to the school test coordinator.
- On completion of testing, test administrators must return testing materials to the test coordinator in a timely manner and not later than the end of the school day on which the test(s) is/are administered. If testing will take place over a period of more than one day, all testing materials must be returned to the school test coordinator at the end of each school day and picked up again in the morning of the next testing day, unless otherwise specified in the administration manual.
- District test directors, or school test coordinators, if testing materials are shipped directly to the schools, must return answer documents and testing booklets in accordance with the established rules for the disparate testing programs. In each instance, this must be completed no later than Friday of the week following the close of the test administration window. It is imperative that schools strictly adhere to the district's timelines for the return of materials.

Administration Of Examinations

- Nevada Administrative Code (NAC) 389.051 prescribes when the NPEP examinations are to be given. The Nevada Department of Education prescribes the specific date or range of dates on or during which an examination or examinations will be given. Examinations given at times other than those prescribed must be approved with the Department Consultant who manages the particular examination program¹ before proceeding to administer an examination on another date.
- Examinations must be administered by licensed employees of a district or charter school who are trained in proper test administration procedures and administered in a public facility approved by the board of trustees or the governing body. Unlicensed personnel, substitute teachers, student teachers, and parent or community volunteers may act as proctors and not as test administrators.
- Test administrators must read and follow the script provided in the administration manuals for administering each test.

¹ Please refer to “Assessment Contact Information” in the Introduction and Overview, section of this manual for a complete listing of the appropriate assessment personnel.

- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- At least one test administrator and a sufficient number of proctors must be provided in each testing room to adequately supervise the testing. A ratio of one test administrator to not more than 30 students is strongly recommended.
- Classroom test administrators and proctors must circulate through the room, ensuring that students are on task and marking in the correct section of the test.
- Districts or schools should arrange for reading, writing, mathematics, and science tests to be administered by school officials who do not teach the subject tested.
- The identity and eligibility of all students who participate in NPEP testing at the secondary level must be verified in accordance with the district test security plan.
- Test administrators, proctors, or other adults may not provide assistance of any kind beyond making certain that students understand the instructions for taking the test.
- Students may not provide assistance of any kind on testing material to other students.
- During writing assessments, test administrators or proctors must not assist students in any way or review the students' rough drafts during or between writing sessions.
- A restroom break should be provided prior to the test administration. Restroom breaks should be discouraged during the administration of tests in grades 3 through 8. On any administration of the High School Proficiency Examination, having students leave the room for any reason except in an emergency should not be allowed.
- At no time shall students be left unattended with testing materials.
- All required materials, e.g., #2 pencils, test booklets, answer documents, and scratch paper must be provided at the testing location. However, on designated sections of the *ITBS* and *ITED*, students may use calculators, if approved by the local school district. These calculators shall be collected after completing those designated sections and returned to students after the testing session.
- No calculators are to be used on the HSPE or CRTs unless specified in a student's IEP.
- Electronic devices, such as cell phones, pagers, PDAs, etc., are strictly prohibited during testing sessions.
- All testing materials, including test booklets, writing prompts, student responses, and scratch paper, must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason. Extra care must be taken to monitor the students' use of scratch paper to avoid cheating.

- Additional instructional materials, beyond those specified in test administration instructions, or approved by an IEP committee, cannot be provided to students for use during a test administration.
- Failure to strictly adhere to consistent and uniform test administration procedures may result in the invalidation of student scores. A student whose test has been invalidated will count as a participant on the assessment for purposes of AYP; however the student will be placed in the lowest achievement level. For additional information on AYP, refer to “School Accountability and AYP” in the Introduction and Overview section of this manual.
- For specific information regarding the test administration setting, see “An Appropriate Testing Environment” in the appendices following this section.

Reporting And Investigating Testing Irregularities

- In accordance with NRS 389.628, a school official who has reason to believe that a violation of the state or district test security plan has occurred must immediately report the incident to the district board of trustees. The district test security plan may require all reports of test security violations to be first directed to the school principal for reporting to the district board of trustees.
- If the board of trustees has reason to believe that a violation of the district or state test security plan has occurred, for a state-mandated test, NRS 389.628 requires that the board of trustees must:
 - Immediately report the incident to the Test Security Coordinator at the Department either orally or in writing.
 - Ensure that a Report of Test Irregularity is submitted to the Department within 14 school days after the incident occurred. A copy of this form can be found in the appendices at the end of this section.
 - Begin an investigation of the incident in accordance with NRS 389.628.
- In order to expedite the reporting process, the board of trustees may designate the district test director or other school district official to receive reports of test security violations on behalf of the board. The manner in which school officials will contact the school district board of trustees with regard to reports of test irregularities and how the board will, in turn, notify the Department must be clearly stipulated in the District Test Security Plan.
- Upon receipt of a Report of Test Irregularity, the Test Security Coordinator will review the report and issue a case number. The District Test Director will then receive a Notification of Receipt referencing the case number and name of the school where the irregularity occurred.
- The majority of the communication regarding the Report of Test Irregularity will occur between the District Test Director and the Test Security Coordinator.
- A team of reviewers consisting of the Test Security Coordinator and the Department Consultant who manages the particular examination program will:

- Conduct a thorough review of the information contained in the Report of Test Irregularity.
 - If necessary, request additional information to assist in the review process from the school principal, district test director, or other school official involved in the reported test irregularity.
 - Determine whether evidence exists to indicate that actions which resulted in the testing irregularity were conducted intentionally.
 - Determine whether evidence exists to indicate that consequences associated with the testing irregularity have resulted in, or could result in, significant damage to the Nevada Proficiency Examination Program.
 - Determine whether sufficient evidence exists to warrant an invalidation of student scores.
- If the Department's team of reviewers determines that an irregularity in test administration or security has occurred, but there is no evidence that the irregularity was intentional, and there is no evidence that the consequences associated with the irregularity could result in significant damage to the Nevada Proficiency Examination Program, the Test Security Coordinator shall notify the board of trustees or its designee in writing indicating the results of its findings. These results may include, but are not limited to:
 - A requirement for the school or district to conduct an additional administration of the examination.
 - A requirement for the school or district to complete a corrective action plan.
 - The Department's recommendations and/or requirements for inclusion in the school or district corrective action plan.
 - If the Department's team of reviewers determines that there is sufficient evidence that an intentional irregularity in testing administration or security has occurred, or there is evidence that the consequences associated with the irregularity (regardless of intent) resulted in or may result in significant damage to the Nevada Proficiency Examination Program, the Test Security Coordinator shall notify the board of trustees or its designee in writing indicating the results of its findings. These results may include, but are not limited to:
 - A requirement for the school or district to conduct an additional administration of the examination.
 - A requirement for the school or district to complete a corrective action plan.
 - The Department's recommendations and/or requirements for inclusion in the school or district corrective action plan.
 - A requirement for the district to begin an investigation in order to obtain further information regarding the testing irregularity. The Department may also choose to conduct an investigation separately or in conjunction with the school district.
 - Information that the report is being submitted to the Deputy Attorney General's office for further review.

- A requirement for the invalidation of student test scores.
- When an irregularity in test administration or an irregularity in test security results in the invalidation of student test scores, those test scores will not be included in the scores of students reported for the school for purposes of determining Adequate Yearly Progress. In addition, instances of cheating on state-mandated assessments require that a student's scores be invalidated. The students will be placed in the lowest achievement level. However, they **will** not be included in the school's count of students who participated in the assessment.
- If the Department's team of reviewers determines that at least one testing irregularity occurred at a school during one school year on any state-required examination, excluding the High School Proficiency Examination, and in the immediately succeeding school year, at least one additional irregularity of the same kind occurs, the review team shall determine whether the irregularity warrants an additional administration of the examination.
 - If the review team determines that an additional administration of the examination is required, the Department shall notify the school and the school district of this determination. The additional administration may include an entire grade or just specific pupils as determined by the Department.
 - The review team must consider the effect of each testing irregularity regarding whether the scores of pupils will be invalidated and whether sufficient time remains in the school year when determining the need for an additional administration of an examination.
 - The additional administration must occur in the same school year in which the irregularity occurred. The school district shall pay for all costs related to the additional administration. Additional test administrations required of charter schools will be paid directly by the charter school itself.
 - Unless determined otherwise, the district test director will coordinate the additional test administration, with the assistance of school district administrators as he/she deems necessary.
- A school principal will be required to file a corrective action plan with the Department under conditions which include, but are not limited to:
 - When an investigation reveals that the test irregularity resulted from inappropriate school-level test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials.
 - When an investigation reveals that the school principal did not provide for adequate or sufficient training of school personnel in test administration and/or security procedures.
- A district test director will be required to file a corrective action plan with the Department under conditions which include, but are not limited to:
 - When an investigation reveals that the test irregularity resulted from inappropriate district test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials.

- When an investigation reveals that the district test director did not provide for adequate or sufficient training of school district personnel in test administration and/or security procedures.
- The Department Test Security Coordinator will forward a report of test irregularity to the Deputy Attorney General if an investigation reveals that a licensed employee of the school district or charter school:
 - Was responsible for a breach in the security or confidentiality of the test’s questions or answers; or
 - Intentionally failed to observe and carry out the requirements of the district and state test security plans.
- If the report is forwarded to the Deputy Attorney General, the Nevada Department of Education shall monitor the investigation or review to ensure timely completion and consultation. The Department’s Test Security Coordinator will conduct investigations and/or an investigator will be assigned to the case by the Attorney General's Office. Following this investigation, the Deputy Attorney General and the Deputy Superintendent of Instructional, Research, and Evaluative Services; the Director of the Office of Assessment, Program Accountability, and Curriculum; or the Department Test Security Coordinator will confer about the case.
 - If it is determined that the evidence is insufficient to issue a charging document against an individual(s) for (a) a breach in the security or confidentiality of a test’s questions or answers, or (b) intentional failure to observe and carry out the state or district test security plan, the Department’s Test Security Coordinator will write a letter reporting this finding to the district superintendent and testing director. No disciplinary action will be taken by the Department, but **this does not preclude a school district from taking disciplinary action.**
 - If the evidence is sufficient to support a charging document against an individual(s) for (a) a breach in the security or confidentiality of a test’s questions or answers, or (b) intentional failure to observe and carry out the state or district test security plan and the Superintendent of Public Instruction decides to take action for the suspension or revocation of the individual’s license, a notice of complaint will be issued to the licensee.
 - When there is sufficient evidence to take action against an individual’s license, both the significance of the test irregularity and the intent of the individual’s actions are factors considered in evaluating the appropriateness of suspension or revocation of license.

Assurances From Principals

- In accordance with NAC 389.054, the principal of each site where NPEP tests are given is required to accept responsibility for both the proper administration of the tests at that site and the physical security of the test materials including test booklets, prompts, and completed answer documents. Although the principal may choose to assign test scheduling and training responsibilities to a school test coordinator, delegating these duties does not absolve the

principal of the ultimate responsibility for test security and proper test administration. The principal must be familiar with the prescribed procedures for administering the tests and certify, on an annual basis, that these procedures will be followed at the school. On or before September 15 of each year, the principal of each public school, including charter schools, shall submit to the Department of Education a statement that the principal will ensure that the school will comply with the regulations and statutes related to the confidentiality of testing materials, proper administration of the state-mandated tests, and provision for annual test security training as well as refresher trainings prior to each specific test administration.

- The Nevada Department of Education has prepared a three-part form entitled “Authorization to Administer the Nevada Proficiency Examinations in Accordance with Nevada Revised Statutes and the Nevada Administrative Code.” Schools will receive this form from their district test directors, who are responsible for collecting these forms from the schools and submitting them to the Department. In the event that a new principal joins the school after the submission of the original authorization form, the school must submit a replacement form with the new principal’s signature. **Only schools that have submitted a completed form are authorized to receive test materials.**
- Private, exempt, and non-district affiliated schools that participate in the Nevada Proficiency Examination Program must complete and return the two-part form “Authorization for Private/Exempt and Other Non-District-Affiliated Schools to Administer Tests in the Nevada Proficiency Examination” prior to receipt of any examination materials. Private schools that wish to participate in any state assessments within the Nevada Proficiency Exam Program must not only attend the Nevada Department of Education’s test administration training in September, but must also be in compliance with all Private School statute and administrative code requirements within NRS and NAC chapter 394. Refer to “Private, Exempt, and Other Non-District Affiliated Schools” in the Introduction and Overview section of this manual for additional information regarding the participation of these school in NPEP.

Confidentiality Agreement Form for the Nevada Proficiency Examination Program

Effective for the 2005-2006 School Year Only

CONFIDENTIALITY AGREEMENT

This form is to be completed by a test administrator or proctor who is required to read test content to students as provided in their IEP, LEP or Section 504 Accommodation Forms. Test security guidelines must be strictly adhered to in the administration of NPEP testing for all students.

Test security and student confidentiality are of utmost importance to the Nevada Department of Education. As a test administrator for special education students or students of limited English proficiency on state assessments, you have access to materials that must be regarded as secure, specifically any content that you read in any of the testing booklets. All materials must be treated as confidential. You are not to reproduce any materials, directly or indirectly, not to disclose the contents of these materials to anyone, not to discuss the test with anyone, not to take notes about what you read, and not to in any other way let the contents of the test be known.

We are certain that you share our concern that all assessment materials and student responses be handled in a professional, secure, and confidential manner. By signing this form, you agree to abide by these guidelines as set forth in NRS 389.015.

Please retain the original signed form with the school's test security documentation. (Do not forward copies to the Department.)

Teacher Name (please print)

Date

Signature

School/Work

Protection Of School District Personnel With Regard To The Disclosure Of Testing Irregularities

2005-2006 School Year

Nevada Revised Statutes (NRS) 391.600 through 391.648 provide for specific rights and responsibilities of school district personnel with regard to the disclosure of irregularities in testing administration and testing security relative to all state and district-mandated examinations. NRS 391.644 also requires the Department to annually submit a written summary of these rights and responsibilities to the board of trustees of each school district and to the governing body of each charter school.

Definitions

- “Examination” means:
 - Achievement and proficiency examinations that are administered to pupils pursuant to NRS 389.015 or 389.550 which includes:
 - 1) High School Proficiency Examination in Reading, Mathematics and Writing;
 - 2) Norm-referenced testing for students in grades 4, 7 and 10 (*Iowa Tests of Basic Skills and Iowa Tests of Educational Development*);
 - 3) Criterion-referenced testing for students in grades 3 through 8; and
 - 4) Proficiency Examinations in Writing for students in grades 5 and 8.
 - 5) Any other examinations that measure achievement and proficiency of pupils and that are administered to pupils on a district-wide basis.
- “Irregularity in testing administration” means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- “Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination, including, without limitation:
 - The failure to comply with the department or district security procedures.
 - The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law.
 - Other breaches in the security or confidentiality of the questions or answers to questions on an examination.
- “Reprisal or retaliatory action” is action that is taken because the school official disclosed information concerning testing irregularities and includes, without limitation:
 - Frequent or undesirable changes in the location of an office;
 - Frequent or undesirable transfers or reassignments;
 - The issuance of letters of reprimand, letters of admonition or evaluations of poor performance;
 - A demotion;
 - A reduction in pay;
 - The denial of a promotion;
 - A suspension;
 - A dismissal;
 - A transfer; or
 - Frequent changes in working hours or workdays.

- “School official” means:
 - A member of a board of trustees of a school district;
 - A member of a governing body of a charter school; or
 - A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school.

Rights and Responsibilities

- School officials are encouraged to disclose testing irregularities, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.
- A school official shall not directly or indirectly use or attempt to use his official authority or influence to intimidate, threaten, coerce, command, or influence another school official in an effort to interfere with or prevent the disclosure of information concerning testing irregularities. “Official authority or influence” includes taking, directing others to take, recommending, processing or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation or other disciplinary action.
- If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities within 2 years after the information is disclosed, the school official may file a written appeal with the state board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:
 - The facts and circumstances leading to the disclosure of information concerning testing irregularities; and
 - The reprisal or retaliatory action that is alleged to have been taken against the school official.
- The state board may issue a subpoena to compel the attendance or testimony of any witness or the production of any materials needed as part of the appeal investigation.
- If the state board determines that the action taken was a reprisal or retaliatory action, it may issue an order directing the proper person to desist and refrain from engaging in such action.
- The state board may not rule against the school official based on the identity of the person or persons to whom the information concerning testing irregularities was disclosed.
- No school official may use the provisions outlined in this summary to harass another school official.
- A person who willfully discloses untruthful information concerning testing irregularities:
 - Is guilty of a misdemeanor; and
 - Is subject to appropriate disciplinary action.
- These provisions do not apply to offenses committed before July 1, 2001.
- Upon receipt of this summary, the board of trustees or governing body shall provide a copy of the written summary to all school officials within the school district or charter school.

Report of Test Irregularity
in the Nevada Proficiency Examination Program
2005-2006 School Year

This report must be completed within 14 days of the incident in which an irregularity in test security and/or test administration has occurred. A copy of this report is to be **filed with the Test Director in your school district**, who must immediately forward a copy of the report to the Test Security Coordinator at the Nevada Department of Education.

Address: 700 East Fifth Street, Room 108, Carson City, NV 89701

E-mail: cmason@doe.nv.gov Fax: 775-687-9118

For more information, contact Carol Mason (775-687-9260) at the Nevada Department of Education.

School: _____ District: _____ Date: _____

Name of School Principal: _____ Phone #: _____

Name of Person Completing Form: _____ Phone #: _____

Title: _____ Date of Incident: _____

Indicate the Test(s) for Which the Test Irregularity Occurred:

HSPE MATH:

☐ GRADE 10 ☐ GRADE 11 ☐ GRADE 12 ☐ ADULT

HSPE READING:

☐ GRADE 10 ☐ GRADE 11 ☐ GRADE 12 ☐ ADULT

HSPE WRITING:

☐ GRADE 11 ☐ GRADE 12 ☐ ADULT

CRT:

☐ GRADE 3 ☐ GRADE 4 ☐ GRADE 5

CRT (CONT'D):

☐ GRADE 6 ☐ GRADE 7 ☐ GRADE 8

ITBS/ITED:

☐ GRADE 4 ☐ GRADE 7 ☐ GRADE 10

WRITING:

☐ GRADE 5 ☐ GRADE 8

OTHER. PLEASE DESCRIBE: _____

1. Provide a narrative description of the test irregularity and how it occurred.
(Attach additional pages as necessary.)

2. Indicate the names and positions of the individual(s) who were primarily responsible for the test irregularity. *(Attach training logs and/or statements as necessary.)*

3. What is your best estimate of the damage to the Nevada Proficiency Examination Program that will or could result from this test irregularity?

4. *Guidelines for the Nevada Proficiency Examination Program* and other publications distributed by the Nevada Department of Education contain provisions that should have prevented this test irregularity.

Which guideline(s) was/were not followed?

5. What action has been taken to help ensure against future test irregularities in your school?

6. Please provide your recommendation with regard to any further appropriate action that might be taken with regard to this incident.

7. What action was taken regarding students and their answer documents (include coding specifics)?

8. If question 7 is applicable, provide student information below.

Last Name	First	MI	ID # (Required)	DOB	Subject(s)

An Appropriate Testing Environment

In developing this document, the following rationale was used:

- All students should have an even playing field.
- Students should demonstrate that they can transfer the knowledge and skills learned during regular classroom instruction to the testing situation, and apply the knowledge and skills to the task of answering developmentally appropriate questions in the content areas defined by the standards.

The following test administration guidelines must be followed:

- Number lines, charts, or posters that provide specific factual information that could assist students in computation, answering questions regarding facts, or problem solving on the math sections of an assessment (e.g., multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts) must be removed or covered.
- Posters or other materials that provide specific guidance to students taking a state writing assessment must be removed or covered (e.g., graphic organizers, annotated samples of essays or paragraphs, or sample introductory and concluding techniques).
- Material on desks is not allowed. Student desk tops must be covered or cleared of any material.
- Students may use **only** materials and/or supplies that are specified in the test administration manuals or provided with the test booklet for a specific test and grade level.
- Test administrators may provide students with blank scratch paper during the test (college or wide ruled, lined or plain). Graphing paper is not allowed, unless provided by the test publisher in the test booklet.
- Prior to and during testing, a test administrator must follow the script provided in the test administrator's manual and cannot provide additional assistance or direct the students' attention to any materials in the room for the purpose of enhancing test performance.

The following aids have been developed for the purpose of providing appropriate assistance to students and are permitted for use with the CRTs in reading, math, and science:

- CRT written-response checklist for grades 4 and 5 provided by NDE
- CRT written-response rubric at grades 6 through 8 provided by NDE

The following scoring guides may be displayed on the walls during the writing assessments, but may not be provided to students for use during the test:

- Analytic and holistic scoring guides developed by NDE for the writing assessments

For information regarding the assessment of students with special needs, please refer to the Students with Special Needs section in this manual.

Important Security Reminders for Test Administrators

- ☐ Verify the eligibility and identity of **EACH** student who is testing—determine credit sufficiency prior to the testing session.
- ☐ Use a sign-in sheet with a column to log the test booklet numbers assigned to each student.
- ☐ Provide an answer document for every eligible student enrolled during testing.
- ☐ Use **ONLY ONE ANSWER DOCUMENT PER STUDENT**—students testing in different subjects on different days are to use the same answer sheet.
- ☐ No personal belongings are permitted on the desk surface. Whenever practicable have students store back packs and other personal belongings in the rear of the testing room.
- ☐ Follow the script in the Test Administration Manual **VERBATIM**.
- ☐ Provide accommodations as outlined in the students' IEP, 504 or LEP Accommodation Forms.
- ☐ Students who do **NOT** have IEP, 504 or LEP Accommodation Forms must test under **REGULAR CONDITIONS** and may **NOT** use
 - calculators (except in designated sections of the ITBS/ITED);
 - dictionaries (except on the Grade 5 and Grade 8 Writing Assessments);
 - reference materials or other instructional aids.
- ☐ Students must **NOT** be left unattended with test materials.
- ☐ Walk the room—actively monitor students during testing; observe that students are bubbling responses in the correct subject section of the answer document.
- ☐ Electronic devices such as cell phones, pagers, PDAs, etc. are not permitted.
- ☐ Provide additional time in a test-conducive environment—follow the school's plan for orderly transition from one testing situation to another.
- ☐ **DISCLOSURE OF TEST CONTENT IS STRICTLY PROHIBITED BY STATE LAW**—do not read, review, copy, reproduce or take notes on test items.
- ☐ Students may **NOT** receive assistance with test items.
- ☐ Test items may **NOT** be translated into another language.
- ☐ Collect and log in all materials—test booklets, writing prompts, scratch paper, pencils, etc. Students are to leave the room with only their personal belongings.
- ☐ Check test booklets for answer documents tucked inside.
- ☐ Ensure that the number of test booklets (or prompts) and answer documents returned is identical to the quantities that were distributed prior to testing. (30 students = 30 tests + 30 answer documents)
- ☐ Report irregularities **IMMEDIATELY** to your School Test Coordinator or Principal.